

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Children At Risk And Crime Victim Advocate Revision Date: 06/07
EEO Code: Professional
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Assistant Police Chief and/or the Administrative Sergeant, coordinate and direct the efforts of Sandy City to provide early intervention to youth identified as at-risk for future delinquent behaviors. Will also review and assess violent crime reports and assist victims and witnesses of all crime categories.

III. Essential Duties

CARI Coordinator (75% of Responsibilities)

- Manage/Coordinate all activities relating to the department's CARI (Children at Risk Intervention) Program.
- Review and assess crime reports involving juveniles as reported to the police by crime victims, witnesses, etc.
- Make contact with families of children identified as at-risk for future delinquent behaviors (ungovernable juvenile reports, witnesses to domestic violence, etc); conduct assessments and provide referrals to appropriate resources for juveniles.
- Keep statistical records of family contacts; provide monthly reports to supervisor
- Work with school officials, community resources and various court and court services.
- Coordinate Youth Court Program.
- Work with various agencies to develop education materials for the community.
- Coordinate with the CARI Officer or risk cases.
- Implement support groups for teens and children.

Crime Victim Advocate (25% of Responsibilities)

- Review and assess violent crime reports as reported to police.
- Provide on-scene and follow-up assessment of needs, crisis intervention, information, education and referrals to child victims of crime.
- Assist child victims in completion and submission of Crime Victim's Reparation forms and any necessary impact or restitution statements.
- Act as a liaison for child victims between law enforcement, prosecution, judicial members and other related agencies.
- Monitor court activity by tracking dates and times for arraignments, preliminary hearings, pre-trials, trials, sentencing and appeal actions; inform child victims and witnesses of court dates and status of cases.
- Act as legal advocate for child victims and witnesses in Justice Court proceedings by preparing victims and witnesses for court appearances.
- Coordinate with Prosecutor's Office regarding: child victim input on perpetrator's compliance with probationary guidelines; statistical tracking of perpetrator, victim and children for purposes of determining recidivism, victim recovery and juvenile delinquency associated with domestic violence.
- Participate in public awareness and educational presentations concerning victims of crime and advocacy.

IV. Marginal Duties

- Perform other duties as assigned

V. Qualifications:

Education: Bachelor's Degree in related field. May substitute experience for the education requirement. Must possess a valid Utah Driver's License with a good driving record.

Experience: Work related experience in the criminal justice system preferred.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Clerical and general office practices and procedures and equipment; correct English usage, spelling, vocabulary and algebra statistical methods, familiarity with court proceedings. Knowledge of police terminology and practices, municipal and state laws, police records procedures, information and privacy laws preferred.

Responsibility for: Responsibility for the care, condition and use of materials, equipment, money and tools; making decisions which affect the activities of others; some information available to this individual falls under the "Right to Privacy Act" and must be protected from the general public.

Communication Skills: Ability to communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; frequent contact with executives on matters requiring explanations and discussions; contacts with other enforcement agencies and courtroom personnel; regular and frequent outside contact with persons of high rank, requiring tact and judgement to deal with and influence people. Occasional contact with press and community groups; contact with walk-in complainants from all professions and status in the community.

Tool, Machine, Equipment Operation: Frequent use of computer, printer, shredder and telephone.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; follow written and verbal instructions; apply general principles to specific conditions.

VI. Working Conditions

Generally comfortable working conditions; great mental effort is required daily, some stress may be experienced because of the clientele involved; constant attendance is required; work assignments are broad and performed with little or no supervision, refer work to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.